



**INFORMATION AND APPLICATION INSTRUCTIONS**  
**DOMESTIC AND JUVENILE CUSTODY GUARDIAN AD LITEM LIST**  
**JUVENILE COURT APPOINTMENT LISTS**

**LOCAL RULES**

The application requirements apply to attorneys seeking to be placed on any appointment lists for the first time *and* attorneys who have failed to maintain compliance as required by Local Rule, Rule of Superintendence, or the OAC and are seeking to reapply or be reinstated to a list.

The Domestic/Juvenile Custody GAL List (private custody cases) is addressed in Local Domestic Rule 15 and Local Juvenile Rule 27. The Juvenile Appointment Lists are addressed in Local Juvenile Rule 4. The local rules are available on the court's website: <https://drj.fccourts.org/> under the "LOCAL RULES" tab.

It is imperative that you are familiar with these rules. The information herein is only a summary of the appointment list requirements. If, after consulting the rules, you still have questions, you may contact Administrative Magistrate/Legal Director Bill Sieloff at [william\\_sieloff@fccourts.org](mailto:william_sieloff@fccourts.org) or Staff Attorney Byron Tocheri at 614-525-3570 or [byron\\_tocheri@fccourts.org](mailto:byron_tocheri@fccourts.org).

**CONTACT INFORMATION**

Enter your basic contact information in the space provided.

(1) Cell Phone number: Check "Preferred" if you would like your cell phone to be your primary telephone contact for parties and opposing counsel. Otherwise, your cell phone number will not be included on the published appointment list but may be used for contact by court personnel.

(2) Email Address: Your email address will be the primary method utilized for communication by the Court concerning the appointment list but will not be published without your consent.

**REQUIREMENTS FOR ALL APPOINTMENT LISTS**

All applications for the Domestic/Juvenile Custody GAL List and the Juvenile Appointment List must be accompanied by:

(1) A resume stating the applicant's training, experience and expertise demonstrating the applicant's ability to successfully perform the duties and responsibilities of the guardian ad litem and/or appointed counsel on the Juvenile Appointment List as required by local rule. You may also include any other training or experience that would be helpful in the role of a guardian ad litem or appointed counsel;

(2) A copy of the applicant's BCI criminal background check; and

*This can be obtained through the Franklin County Sheriff's Office at 410 S. High St., Columbus, Ohio; telephone: 614-525-5090. The results of the record check should be sent to you, not to the Court, and be included with your application. The Court will accept a comparable BCI check from other law enforcement agencies.*

(3) Your original notarized background disclosure statement.

*Note that an explanation is required for any “yes” answers, including speeding tickets and similar offenses. Documentation supporting the explanation should be included, if available.*

**ADDITIONAL REQUIREMENTS FOR SPECIFIC LISTS ARE EXPLAINED BELOW.**

**DOMESTIC/JUVENILE CUSTODY GAL LIST**

Appointments from this list are made for minor children in domestic relations and juvenile cases involving the allocation of parental rights, custody, visitation and related issues. Other than final divorce proceedings heard by the judges, these cases are generally heard by the domestic magistrates and the juvenile custody magistrates on the third floor. Upon appointment, you will receive a copy of the court order which will allocate fees between the parties and include the next scheduled hearing date. It is the parties’ responsibility to pay the GAL and the GAL may use appropriate remedies to collect their fees (motions for contempt, requests for interim fees, etc.) However, by being placed on the appointment list, you are indicating your willingness to accept, at minimum, one case per year on a pro bono basis.

**Fees:** You may determine the hourly rate you wish to charge for GAL services. While the local rule establishes a minimum deposit of \$800.00, you may ask for more or less than the standard deposit.

**Pre-Service Training Requirement:** In addition to the requirements stated above, your application must include a copy of your certificates of completion of twelve hours (12) of approved pre-service training for guardians ad litem or a copy of your Supreme Court CLE transcript listing the courses. Six of those hours must be obtained via a live education program where the guardian ad litem is physically present. The remaining six hours may be satisfied by online or live education, teaching, writing, mentoring, or field-training activities with approval by the appointing court. These courses are offered by the Supreme Court and, in some cases, the Court Appointed Special Advocate Program (CASA). Course offerings are normally included on their respective websites.

**JUVENILE APPOINTMENT LISTS**

There are twelve lists for which you may apply for appointments. You may apply to be included on as many lists as you choose, provided you meet the qualifications for each list. The lists are set forth on the application form and Local Rule 4.

Except for Preliminary Hearings in delinquency, unruly, or abuse, neglect, dependency cases (see below), or when a judge or magistrate appoints an individual directly from the bench, appointments are generally made by the Appointed Counsel Office on a rotating basis from the attorneys on each list. You will be notified by email from the Appointed Counsel Office of the availability of a new appointment. You are expected to reply within 48 hours or the case will be offered to another attorney.

**Juvenile Appointment List Orientation Sessions:** Local Juvenile Rule 4.2(B)(3) requires that all applicants for any of the Juvenile Court Appointment Lists attend an orientation session in order to be eligible for placement on the lists. The primary purpose of the session is to familiarize applicants with the requirements for submitting bills for payment. The Staff Attorney will discuss the general requirements for the appointment lists with the rest of the session being conducted by the Appointed Counsel staff, who will discuss the billing rules in detail.

The orientation sessions are scheduled quarterly. The current schedule is posted on the court’s website, at <https://drj.fccourts.org/> under the “ASSIGNED COUNSEL” tab.

All sessions start at noon and last approximately one hour. The location of the sessions will be posted on the website. Attendees should check in with the receptionist in administration on the 4<sup>th</sup> floor, or as otherwise directed.

The current billing rules of the court are also posted on the court's website at <https://drj.fccourts.org/> under the "ASSIGNED COUNSEL" tab. The Court follows the billing requirements of the Ohio Public Defender's Office. All attendees are encouraged to familiarize themselves with the billing rules prior to the orientation session.

Please also note there is an additional orientation requirement for attorneys who wish to be included on List 7a or 7b. The orientation sessions particular to the Franklin County Family Recovery Court (7a) and Juvenile Recovery Court (7b) Programs will take place immediately following the aforementioned juvenile appointment list orientation sessions, at 1:00 p.m. *These sessions are scheduled on a biannual basis, in February and August.*

There is no formal sign-up or application required to attend the sessions. However, please notify Staff Attorney Byron Tocheri if you plan to attend. He can be reached at 614-525-3570 or [byron\\_tocheri@fccourts.org](mailto:byron_tocheri@fccourts.org).

## INDIVIDUAL LIST REQUIREMENTS

**Lists 1 and 6 (GAL):** Your application must include a copy of your certificate of completion of the aforementioned twelve hours of pre-service training or a copy of your Supreme Court CLE transcript listing the courses.

**List 2a (Unruly, Truancy, Violation of Court Order, Misdemeanors, and JPOs):** If you do not have one year of experience as an attorney, your application must include proof of at least 6 hours of CLE in juvenile delinquency practice and procedure *or* proof of successful completion of a clinical education program on juvenile law. All applicants must also complete 2 case observation forms (outlining observations from preliminary hearing to disposition on cases from this list), *and* complete 1-hour of training on Implicit Bias.

**List 2b (Misdemeanor OVI):** You must first be on List 2a. Your application must include proof of at least 6 hours of CLE focused on OVI practice and procedure which was completed within 1 year from date of application.

**Lists 3 and 4 (Parents A/N/D and Contempt/Parentage):** Your application must include, within one year prior to application, a minimum of 6 hours of CLE in juvenile court child welfare practice and procedure *or* proof of successful completion of a clinical education program on juvenile law, completion of a 1 hour training on Implicit Bias, *and* completion of 2 case observation forms (outlining observations from preliminary hearing to disposition on cases from this list).

**List 5a (F3s, 4s, and 5s):** You must possess at least 1 year of experience practicing juvenile delinquency law *and* you must be on list 2a *or* have completed all requirements for list 2a. Your application must include proof of, within 1 year prior to application, a minimum of 12 hours of CLE in criminal practice and procedure, at least 6 of which must be in juvenile delinquency practice and procedure *and* completion of a 1-hour training on Implicit Bias.

**List 5b (F1s and 2s):** You must possess at least 2 years of experience practicing juvenile delinquency law *and*, within 10 years preceding an appointment, prior experience as lead trial counsel in at least 2 bench trials in juvenile court, at least one of which involved a felony-level charge *or* as lead counsel in 1 felony bench trial *and* co-counsel in 2 additional bench trials. Your application must also include proof of, within 1 year prior to application, a minimum of 12 hours of CLE in criminal practice and procedure, at least 6 of which must in in juvenile delinquency practice and procedure *and* completion of a 1 hour training on Implicit Bias.

**List 5c (Bindover/SYO):** You must possess the requisite experience to be appointed to a juvenile case based upon the highest degree of the charge in the case *and* requisite experience to be appointed to an adult case based upon the highest degree felony charged<sup>1</sup>. Adult case requirements may be found on the last page of this application packet.

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<sup>1</sup> However, if you do not meet the latter "adult case" requirement, co-counsel who meets the adult case training and experience requirements will also be appointed to the case.

Your application must also include proof of, within 1 year prior to application, a minimum of 12 hours of CLE in criminal practice and procedure, at least 6 of which must in in juvenile delinquency practice and procedure.

**List 5d (Murder/Agg. Murder):** You must possess 3 years of experience practicing juvenile delinquency law *and*, within 10 years preceding an appointment, prior experience as lead counsel in at least 4 bench trials in juvenile court, at least 3 of which involved a felony-level charge *or* as lead counsel in 3 bench trials, 2 of which involved a felony-level charge *and* as co-counsel in 3 additional bench trials. Your application must also include proof of, within 1 year prior to application, a minimum of 12 hours of CLE in criminal practice and procedure, at least 6 of which must in in juvenile delinquency practice and procedure *and* completion of a 1-hour training on Implicit Bias.

**List 6 (Abortion Bypass):** You must be on List 1, List 2a, or List 3. Within one year prior to application you must complete the GAL pre-service requirements as required per S.Ct.R. 48 (if you are not already on List 1) *and* complete a 1-hour training on Implicit Bias.

**List 7a (Family Recovery Court):** You must first be on List 3 *and* you must attend a Magistrate training session on Family Recovery Court (if you have not already taken to initially apply to list 3). Your application must: (1) indicate that you attended an orientation session particular to the Franklin County Specialized Dockets Programs (detailed above), and (2) include a completed case observation form (included in this application package) certifying that you have attended and observed a Family Recovery Court treatment team meeting and status review hearing. Alternatively, you may submit a request for waiver of these requirements, stating the reasons a waiver should be granted. Please note that no waiver will be approved unless you have had at least one Family Recovery Court case in which you attended all case-related events. Waivers will not be granted on a case-by-case basis.

**List 7b (Juvenile Recovery Court):** You must first be on List 2a *and* you must attend a Magistrate training session on Juvenile Recovery Court. Your application must: (1) indicate that you attended an orientation session particular to the Franklin County Specialized Dockets Programs (detailed above), and (2) include a completed case observation form (included in this application package) certifying that you have attended and observed a Juvenile Recovery Court treatment team meeting and status review hearing. Alternatively, you may submit a request for waiver of these requirements, stating the reasons a waiver should be granted. Please note that no waiver will be approved unless you have had at least one Juvenile Recovery Court case in which you attended all case-related events. Waivers will not be granted on a case-by-case basis.

If you wish to be eligible for more than one list but do not meet the requirements for all of them at the time of your initial application (e.g., you are qualified for List 1 but do not have case observations completed for List 4), after attending the orientation session, you may be approved for what you meet the requirements for and apply for other lists after you meet the additional requirements. You should then submit a new application form indicating the additional lists you are requesting with the accompanying case observation forms or affidavit (you do not need to re-submit the background disclosure statement, criminal record check, resume, etc.). Please indicate on the new application what lists you are already on.

## **REQUIRED EDUCATION/TRAINING AFTER APPLICATION**

Lists 1, 2a, 3, 4, 5a, 5b, 5c, 5d, and 6 all require additional education/training to be completed after initial application to those lists. The required education/training is as follows:

**List 1:** Attend Magistrate training sessions on advocating in JU Court for GALs and courtroom etiquette and professional conduct *and* observe a Family Recovery Court Treatment team meeting and status review hearing.

**List 2a:** Attend Magistrate training sessions on advocating in JU Court for Delinquency and courtroom etiquette and professional conduct *and* observe a Juvenile Recovery Court treatment team meeting and status review hearing.

**List 3:** Attend Magistrate training sessions on Family Recovery Court and courtroom etiquette and professional conduct (if not otherwise attended for List 1 application) *and* observe a Family Recovery Court treatment team meeting and status review hearing.

**List 4:** Attend a Magistrate training session on representing parents in contempt proceedings.

**List 5a, b, c, and/or d:** Attend a Magistrate training session on JDAI.

**List 6:** Attend Magistrate training sessions on advocating in JU Court for GALs and courtroom etiquette and professional conduct (if not otherwise attended for another list).

*A schedule of all Magistrate training sessions can be found on our website at <https://drj.fccourts.org/> under the "ASSIGNED COUNSEL" tab*

## **PRELIMINARY HEARINGS**

Preliminary hearings (prelims) on delinquency cases are scheduled every business day and they will be held in-person in Court Room 56. These appointments are made from attorneys who are approved for List 2 and/or list 5 and have indicated that they desire to be assigned to prelims. In addition, preliminary hearings in abuse, neglect and dependency cases are conducted every business day. Appointments are made from attorneys who are approved for Lists 1 and/or 3 for these cases and have indicated that they desire to be assigned to prelims. Dates for attorneys are assigned on a random rotating basis through the appointment list data base. A new schedule is issued every few months. However, available appointments depend on the number and type of cases set each day and there is no guarantee that an attorney will receive an appointment on any given day.

If you would like to be included in the rotation to receive assigned dates for preliminary hearing appointments, check the appropriate box on the application form for Lists 1, 2a, 2b, 3, 5a, 5b, 5c, or 5d.

## **MALPRACTICE INSURANCE**

All applicants for the juvenile appointment lists must either maintain professional liability (malpractice) insurance equal to the minimum coverage required by the Code of Professional Responsibility or comply with DR1-104 (Rule of Professional Conduct Rule 1.4(c) at the time of each appointment. It is not necessary to include a copy of policy declarations with the application. Certifying compliance on the application is sufficient.

## **REQUIREMENTS TO MAINTAIN ELIGIBILITY**

All attorneys must submit an annual Certificate of No Disqualifying Circumstances. All Guardians ad Litem are required to submit proof of 6 hours of GAL CLE annually pursuant to Sup. R. 48. Any attorney on a Juvenile appointment list must submit the required documentation per biennial reporting period. The requirements to maintain eligibility for each list can be found in Local Juvenile Rule 4.3. Every attorney is responsible for knowing their individual requirements depending on the lists they are on.



**INFORMATION AND APPLICATION INSTRUCTIONS**  
**DOMESTIC AND JUVENILE CUSTODY GUARDIAN AD LITEM LIST**  
**JUVENILE COURT APPOINTMENT LISTS**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supreme Court No. \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Preferred

Office Address: \_\_\_\_\_

FAX: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

**DOMESTIC RELATIONS/JUVENILE CUSTODY GUARDIAN AD LITEM LIST:**

Pursuant to the Local Domestic Rule 15 and Local Juvenile Rule 27, I hereby apply for the Domestic GAL List.

The hourly rate I intend to charge for GAL services: \$\_\_\_\_\_ per hour. Under the local rules, the initial deposit upon appointment is \$800.00. If you are willing to accept a lesser amount or will require an additional deposit, please enter the amount: \$\_\_\_\_\_.

I understand that by applying for the Domestic GAL list, I am indicating my commitment to accept a pro bono appointment at least once a year.

**JUVENILE APPOINTMENT LIST:**

Government of the Bar Rule X Reporting Period:  A through L  M through Z

Pursuant to Local Juvenile Court Rule 4, I hereby apply to be placed on the juvenile court appointment list. I will accept appointments from the following lists (check all lists from which you wish to receive appointments):

- List 1.** Attorneys who will serve in a dual capacity as attorney and guardian ad litem, or if a conflict exists between those roles solely as guardian ad litem for children in delinquency, unruly, abuse, neglect and dependency cases, and for adults, or solely as attorney for children in abuse, neglect and dependency cases.

**TRAINING REQUIREMENTS:**

1. Pre-Service GAL Training (12 hours). Date completed: \_\_\_\_\_. (attach certificate)
2. Implicit Bias Training (1 hour). Date completed: \_\_\_\_\_. (attach certificate)
3. Case Observation completed. (attach Case Observation form)
4. Attend Magistrate training sessions on Advocating in JU Court for GALs and courtroom etiquette and professional conduct. Date Completed: \_\_\_\_\_

**PRELIMINARY HEARING SELECTION**

- I wish to be assigned dates for preliminary hearings

- List 2a.** Attorneys who will represent children in delinquency and unruly cases; adults in criminal matters and contempt actions other than those specified in List 4; and minor respondents in actions for juvenile protection orders under R.C. 2151.34.

TRAINING REQUIREMENTS:

- 1a. Continuing Legal Education in juvenile delinquency practice and procedure (6 hours). (attach CLE transcript) -OR-
- 1b. Completion of a clinical education program on juvenile law (attach documentation) -OR-
- 1c. One (1) year experience as an attorney actively practicing law.
- 2. Implicit Bias Training (1 hour). Date completed: \_\_\_\_\_. (attach certificate)
- 3. Case Observation completed. (attach Case Observation form)
- 4. Attend Magistrate training sessions on Advocating in JU Court for Delinquency and courtroom etiquette and professional conduct. Date Completed: \_\_\_\_\_

PRELIMINARY HEARING SELECTION

- I wish to be assigned dates for preliminary hearings

- List 2b.** Attorneys who will represent children in misdemeanor OVI cases.

TRAINING REQUIREMENTS:

- 1. Must be on list 2a or eligible for list 2a.
- 2. Continuing Legal Education focused on OVI practice and procedure (6 hours). (attach CLE transcript)

PRELIMINARY HEARING SELECTION

- I wish to be assigned dates for preliminary hearings

- List 3.** Attorneys who will serve as counsel for parties in abuse, neglect and dependency cases.

TRAINING REQUIREMENTS:

- 1a. Continuing Legal Education in juvenile child welfare practice and procedure (6 hours). (attach CLE transcript) -OR-
- 1b. Completion of a clinical education program on juvenile law (attach documentation)
- 2. Implicit Bias Training (1 hour). Date completed: \_\_\_\_\_. (attach certificate)
- 3. Case Observation completed. (attach Case Observation form)
- 4. Attend Magistrate training sessions on Family Recovery Court and courtroom etiquette and professional conduct. Date Completed: \_\_\_\_\_
- 5. Observe a Family Recovery Court treatment team meeting and status review hearing. Date completed: \_\_\_\_\_

PRELIMINARY HEARING SELECTION

- I wish to be assigned dates for preliminary hearings



- List 4.** Attorneys who will represent parties in parentage cases initiated by the state, and contempt actions related to custody, child support or visitation.

TRAINING REQUIREMENTS:

1. Case Observation completed. (attach Case Observation form)
2. Attend a Magistrate training session on representing parents in Contempt proceedings.  
Date Completed: \_\_\_\_\_

- List 5a.** Attorneys who will represent children charged with delinquency offenses when the offense is a felony of the third, fourth, or fifth degree.

TRAINING REQUIREMENTS:

1. Continuing Legal Education: total of twelve (12) hours in criminal practice and procedure, at least six (6) of which must be in juvenile delinquency practice and procedure. (attach CLE transcript)
2. Implicit Bias Training (1 hour). Date completed: \_\_\_\_\_. (attach certificate)
3. One (1) year experience as an attorney practicing juvenile delinquency law.
4. Must be on list 2a or eligible for list 2a.
5. Attend a Magistrate training session on JDAI. Date Completed: \_\_\_\_\_

PRELIMINARY HEARING SELECTION

- I wish to be assigned dates for preliminary hearings

- List 5b.** Attorneys who will represent children charged with delinquency offenses when the offense is a felony of the first or second degree.

TRAINING REQUIREMENTS:

1. Continuing Legal Education: total of twelve (12) hours in criminal practice and procedure, at least six (6) of which must be in juvenile delinquency practice and procedure. (attach CLE transcript)
2. Implicit Bias Training (1 hour). Date completed: \_\_\_\_\_. (attach certificate)
3. Two (2) years experience as an attorney practicing juvenile delinquency law.
- 4a. Within 10 years preceding the appointment, prior experience as lead trial counsel in at least two bench trials in juvenile court, at least one of which involved a felony-level charge:

(i) LEAD COUNSEL, FELONY: JUVENILE CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(ii) LEAD COUNSEL: JUVENILE CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

-OR-

4b. Within 10 years preceding the appointment, prior experience as lead counsel in one felony bench trial and co-counsel in two additional bench trials:

(i) LEAD COUNSEL, FELONY: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(ii) CO-COUNSEL: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(iii) CO-COUNSEL: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

5. Attend a Magistrate training session on JDAI. Date Completed: \_\_\_\_\_

**PRELIMINARY HEARING SELECTION**

I wish to be assigned dates for preliminary hearings

- List 5c.** Attorneys who will represent children when a relinquishment of jurisdiction for purposes of prosecution as an adult is requested, or the child is charged as a serious youthful offender.

**TRAINING REQUIREMENTS:**

- 1. Continuing Legal Education: total of twelve (12) hours in criminal practice and procedure, at least six (6) of which must be in juvenile delinquency practice and procedure. (attach CLE transcript)
- 2. Requisite experience to be appointed to a juvenile case based upon the highest degree of the charge in the case
- 3a. Requisite experience to be appointed to an adult case based upon the highest degree felony charged, -OR-
- 3b. Will need to have co-counsel appointed who meets the adult-case training and experience requirements.
- 4. Attend a Magistrate training session on JDAI. Date Completed: \_\_\_\_\_

**PRELIMINARY HEARING SELECTION**

- I wish to be assigned dates for preliminary hearings

- List 5d.** Attorneys who will represent children charged with delinquency by reason of committing murder OR aggravated murder without specifications, without a motion to bind over, and without a serious youth offender proceeding.

**TRAINING REQUIREMENTS**

- 1. Continuing Legal Education: total of twelve (12) hours in criminal practice and procedure, at least six (6) of which must be in juvenile delinquency practice and procedure. (attach CLE transcript)
- 2. Implicit Bias Training (1 Hour). Date Completed: \_\_\_\_\_ (attach certificate)
- 3. At least 3 years' experience as attorney practicing in juvenile delinquency law.
- 4a. Within 10 years preceding appointment, prior experience as lead trial counsel in at least four bench trials in juvenile court, at least three of which involved a felony level charge:

(i) LEAD COUNSEL, FELONY: JUVENILE CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(ii) LEAD COUNSEL, FELONY: JUVENILE CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(iii) LEAD COUNSEL, FELONY: JUVENILE CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(iv) LEAD COUNSEL: JUVENILE CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

4b. Within 10 years preceding appointment, prior experience as lead counsel in three bench trials, two of which involved a felony-level charge and as co-counsel in three additional bench trials:

(i) LEAD COUNSEL, FELONY: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(ii) LEAD COUNSEL, FELONY: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(iii) LEAD COUNSEL, CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(iv) CO-COUNSEL: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(v) CO-COUNSEL: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

(vi) CO-COUNSEL: CASE NUMBER: \_\_\_\_\_

CASE NAME \_\_\_\_\_

CHARGE LEVEL: \_\_\_\_\_ TRIAL DATE: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

5. Attend a Magistrate training session on JDAI. Date Completed: \_\_\_\_\_

**List 6.** Attorneys who will serve in a dual capacity as attorney and guardian ad litem, or if a conflict exists between those roles solely as attorney or guardian ad litem, for children who file a complaint pursuant to O.R.C. 2151.85.

#### TRAINING REQUIREMENTS

1. Attend Magistrate training sessions on advocating in JU Court for GALs and courtroom etiquette and professional conduct. Date Completed: \_\_\_\_\_

**List 7a.** Attorneys who will serve as counsel for parties admitted into the Franklin County Family Recovery Court Program.

1. Be on List 3.

2. Implicit Bias Training (1 hour). Date completed: \_\_\_\_\_. (attach certificate)

3. Attend Franklin County Specialized Docket Orientation Session. Date: \_\_\_\_\_

4. Include a Case Observation form indicating you have attended and observed a Family Recovery Court treatment team meeting and status review hearing.

- OR -

5. Submitted a waiver of the 4a requirement.

**List 7b.** Attorneys who will serve as counsel for parties admitted into the Franklin County Juvenile Recovery Court Program.

1. Must be on list 2a.

2. Implicit Bias Training (1 hour). Date completed: \_\_\_\_\_. (attach certificate)

3. Attend Franklin County Specialized Docket Orientation Session. Date: \_\_\_\_\_

4a. Include a Case Observation form indicating you have attended and observed a Family Recovery Court treatment team meeting and status review hearing.

- OR -

5. Submitted a waiver of the 4a requirement.

I HEREBY CERTIFY THAT:

I am licensed to practice law in the State of Ohio.

I am in good standing with the Ohio Supreme Court.

For the Juvenile Appointment list:

- I do maintain the required professional liability insurance;
- I do not maintain the required professional liability insurance but will comply with DR1-104 [Rule of Professional Conduct Rule 1.4(c)] at the time of each appointment.
- I attended the appointment list orientation on (date) \_\_\_\_\_ .
- If applying for inclusion on List 7a and/or 7b, I attended the Family Drug Court Program orientation on (date) \_\_\_\_\_ .

I further certify that the information herein is true and accurate to the best of my knowledge and belief and that I have read and understand the duties and obligations of an attorney / guardian ad litem as set forth in the Local Domestic and Juvenile Rules of the court.

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Signature

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Date

SUBMIT THE COMPLETED APPLICATION  
AND ACCOMPANYING DOCUMENTATION TO:

STAFF ATTORNEY  
373 SOUTH HIGH STREET, THIRD FLOOR  
COLUMBUS, OHIO 43215

For Court Use Only – Do Not Write Below This Line



Data Base _____	Approval To	Applicant	Appt. Counsel Office Approved:	
DR GAL	JUV Prelims	1 2a 2b 3 4 5a 5b 5c 5d 6 7a 7b		
Incomplete: Application	BCI	Back Disc	Pre-Service	Resume
Case Observation	Experience	Trial	List(s) _____	

Notes: \_\_\_\_\_

Name: \_\_\_\_\_  
 First Name Middle Last Name

Current Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City County State Zip Code

**BACKGROUND DISCLOSURE STATEMENT**

**DRIVING HISTORY**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Do you have valid Ohio driver's license?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been convicted of any moving traffic violation in the past 10 years?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you had any traffic violations involving alcohol or drugs in the past 10 years? | <input type="checkbox"/> | <input type="checkbox"/> |

**BACKGROUND**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 4. Have you ever been convicted of a violation of law? Do not disclose expunged or sealed offenses.          | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been charged with a crime involving a minor?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever committed an act that resulted in a child being adjudicated abused or neglected?            | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you have any condition or impairment which currently affects your ability to competently practice law? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you been ordered to pay child support or spousal support?  | <input type="checkbox"/> | <input type="checkbox"/> |
| a. If so, are your payments current?   | <input type="checkbox"/> | <input type="checkbox"/> |

**CONDUCT**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 9. Have you ever been disbarred, suspended, censured, sanctioned, or otherwise reprimanded or disqualified as a member of the legal profession or another profession, or as a holder of public office?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you ever been the subject of any written charges, complaints, or grievances to a court or administrative agency concerning your conduct as a Guardian ad Litem or attorney, including any now pending? Do not disclose referrals to the Bar Association or Disciplinary Counsel unless formal action was later taken. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has any surety on any bond on which you were the principal been required to pay any money on your behalf in the past 10 years?   | <input type="checkbox"/> | <input type="checkbox"/> |





**ATTORNEY APPLICANT CASE OBSERVATION FORM**

DATE \_\_\_\_\_

ATTORNEY APPLICANT \_\_\_\_\_

TELEPHONE \_\_\_\_\_

MENTOR \_\_\_\_\_

TELEPHONE \_\_\_\_\_

CASE NAME \_\_\_\_\_

CASE NUMBER \_\_\_\_\_

TYPE OF CASE

- ABUSE/NEGLECT/DEPENDENCY
- PARENTAGE/CUSTODY/VISITATION/CHILD SUPPORT
- JUVENILE RECOVERY COURT TREATMENT TEAM MEETING AND STATUS REVIEW HEARING
- FAMILY RECOVERY COURT TREATMENT TEAM MEETING AND STATUS REVIEW HEARING

PLEASE RETURN THIS FORM WITH THE APPLICATION TO:

STAFF ATTORNEY  
FRANKLIN COUNTY DOMESTIC RELATIONS COURT  
373 SOUTH HIGH STREET 3RD FLOOR  
COLUMBUS, OHIO 43215

**LIST 5B, 5C, AND/OR 5D ATTORNEY APPLICANT TRIAL EXPERIENCE FORM**

DATE \_\_\_\_\_

ATTORNEY APPLICANT \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**LIST 5B**

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

**LIST 5C ADULT REQUIREMENTS** (PLEASE SEE PAGE 17 FOR REQUIREMENTS)

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

CHARGE LEVEL/TRIAL DATE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

**LIST 5D**

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

TYPES OF CASE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

TYPES OF CASE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

TYPES OF CASE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

TYPES OF CASE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

TYPES OF CASE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

CASE NAME \_\_\_\_\_

LEAD COUNSEL       CO-COUNSEL

CASE NUMBER \_\_\_\_\_

TYPES OF CASE \_\_\_\_\_

ADDITIONAL INFO \_\_\_\_\_

**LIST 5C (BINDER/SYO) ADULT REQUIREMENTS**

*From O.A.C. 120-1-10(E) – (H)*

F5/F4/Unclassified (Other than Agg. Murder & Murder)

At least one year of experience practicing criminal law.

F3

At least one year of experience practicing criminal law.

W/in 6 years of appointment, prior experience as lead counsel in at least 1 criminal jury trial, OR as co-counsel in at least 2 jury trials.

The experience required for F2/F1/Agg. Murder W/o Death Penalty Specs/Murder (immediately below).

F2/F1/Agg. Murder W/o Death Penalty Specs/Murder

At least three years of experience practicing criminal law.

W/in 10 years of appointment, prior experience as lead counsel in 2 criminal jury trials, at least one of which involved felony, OR as lead counsel in 1 felony jury trial and co-counsel in 2 additional jury trials.

Life Sentence Cases

At least five years of experience practicing criminal law.

W/in 10 years of appointment, prior jury trial experience as lead counsel in 5 felony jury trials, at least 3 of which were F1s or F2s; OR lead counsel in 3 jury trials, at least one of which was F3, and co-counsel in 5 additional jury trials, at least 3 of which were F1s or F2s.